

DD15 65-0855  
26 FEB 1965 65-1153

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Grade Control System for Agency Positions

REFERENCE : Action Memorandum A-436 dated 23 January 1965

1. This memorandum contains a recommendation for your approval in paragraph 6.

2. Action Memorandum A-436 states there shall be no upgradings until an appropriate monetary and grade control system is established. In view of the stringent average salary controls that have been levied on the Agency, it is necessary to maintain a very prudent approach to the Agency's grade structure and any changes thereto.

3. Upgrading of positions is but one of several ways in which the average grade level may be raised. Others are: establishment of a new position above the average grade, deletion of a position below the average grade, simultaneous establishment and deletion of positions at different grade levels, and overall reorganization of a component.

4. It is undesirable, however, to deny for any length of time all adjustments of individual position grades or otherwise approved and necessary organizational changes. We propose therefore that, at least so long as the current average grade and salary restrictions are in force, the following guides apply:

a. Individual position upgradings be made only when compensating downgradings on an equivalent grade-for-grade basis are made.

b. New positions be established only with corresponding deletions of positions of equal or higher grade.

c. Addition of new positions without corresponding deletions must be at the average grade and salary level or below.

d. Overall reorganizations must be accomplished within the existing average grade and salary level.

e. There shall be no increase in the total number of positions at GS-14 and above, including supergrades and Scientific Pay Schedule positions.

5. Exceptions to the guides stated in paragraph 4 may be required in some instances. For example, the elimination of several positions below average grade without establishing new positions may result in an increase in average grade. Also, the establishment of a new function requiring new positions may require an increase in average grade or the

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addition of a position at GS-14 or higher. In order to hold such exceptions to a minimum and to permit only those which are fully justified and defensible, we propose that exceptions require your approval.

6. It is recommended that the guides stated in paragraph 4 and the provisions for exceptions stated in paragraph 5 be approved.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

CONCURRENCE:

L. K. White  
Deputy Director  
for Support

Date

The recommendation in paragraph 6 is approved.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director-Comptroller

8 MAR 1964

Date

Distribution:

0 - Return to D/Pers  
✓ 1 - ER  
1 - BPAM  
2 - DD/S  
1 - D/Pers  
2 - OP:SWD (w/held)  
OP/SWD: [ ] (12 February 1965)  
Rewritten: OD/Pers (17 February 1965)